

Subject: NOAA Travel Transmittal 8

Date: May 1, 2001

From: R. J. Dominic

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 8

The attached Travel Transmittal Number 8 has been posted on the NOAA Travel Office web page at <http://www.rdc.noaa.gov/~finance/travel.htm>. Travel Transmittal 8 provides updated NOAA guidance on the Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses, as well as the proper way to annotate personal travel on travel orders.

The NOAA Travel Office web page now has a direct link to the Commerce Department's CD forms web site. From the NOAA Travel Office web-site, click on "Travel Regulations," "NOAA Travel Regulations," and click on "Travel Forms - 300-4" under Chapter 300-GENERAL to access the new forms site.

The Travel Office web page has a new SATO icon which includes a very informative Question and Answer page. From the Travel Office web-site, click on "SATO", and "SATO Question & Answers". In addition, the NOAA Travel Office web page links to the SATOTravel web-site which gives Department of Commerce (DOC) employees access to Phone Numbers, the Traveler Profile Form, the Reservation Request Form, Frequently Asked Questions, Links for Government Travelers, On-Line Itinerary, and Feedback Form. We strongly encourage employees to use the Feedback Form to let SATO and the DOC know how SATO is doing. The Feedback Form provides employee comments directly to SATO. Responses from this form are generally received in a timely fashion.

Please contact Rachael Wivell or Pat Oliver on (301) 413-3060 if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 8

1. Filing Instructions for the NOAA Travel Handbook (NTH).

Replacement pages for your NTH are attached as follows:

Remove

Page 300-2-2
dated June 1, 2000

Page 300-4-1
dated September 1, 1999

Page 301-2-12
dated September 1, 1999

Page 301-10-2
dated December 1, 2000

Insert

Page 300-2-2
dated May 1, 2001

Page 300-2-3
dated May 1, 2001

Page 300-4-1
dated May 1, 2001

Page 301-2-12
dated May 1, 2001

Page 301-10-2
dated May 1, 2001

2. Explanation of Changes. The attached pages update information on the Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses, as well as how to annotate personal travel on travel orders.

3. File this cover memorandum in the front of the NTH. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

WASC - Seattle----- (206) 526-6008
MASC - Boulder----- (303) 497-6199
CASC - Kansas City--- (816) 426-7543 x431
EASC - Norfolk----- (757) 441-6897
NOAA Travel Office--- (301) 413-3060

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
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<u>Part 300-2</u>		2-13.....	4	12-3.....	4
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<u>Part 300-4</u>		2-17.....	4	51-2.....	5
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		2-21.....	5	<u>Part 301-52</u>	
CHAPTER 301		2-22.....	5	52-1.....	5
301-i.....	5	<u>Part 301-10</u>		52-2.....	5
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<u>Part 301-1</u>		10-2.....	8	<u>Part 301-53</u>	
1-1.....	5	10-3.....	4	53-1.....	4
1-2.....	4	10-4.....	4		
		10-5.....	4	<u>Part 301-74</u>	
<u>Part 301-2</u>		10-6.....	4	74-1.....	5
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2-3.....	5	<u>Part 301-11</u>			
2-4.....	7	11-1.....	4		
2-5.....	7	11-2.....	4		
2-6.....	7	11-3.....	4		
2-7.....	6	11-4.....	4		
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NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Transmittal #</u>
CHAPTER 302		<u>Part 302-9</u>		<u>Part 306-4</u>	
		2-9(1).....July 90		4-1.....6	
<u>Part 302-1</u>		<u>Part 302-10</u>		4-2.....6	
2-1(1).....May 99		2-10(1).....May 99		<u>Part 306-5</u>	
2-1(2).....May 99		2-10(2).....May 99		5-1.....6	
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2-1(5).....May 99		2-10(5).....May 99		<u>Part 306-6</u>	
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2-1(7).....May 99		<u>Part 302-12</u>		6-2.....6	
2-1(8).....May 99		2-12(1).....July 94		<u>Part 306-7</u>	
2-1(9).....May 99		<u>Page</u> <u>Transmittal #</u>		7-1.....6	
<u>Part 302-2</u>		CHAPTER 306		7-2.....6	
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<u>Part 302-4</u>		<u>Part 306-1</u>		7-4.....6	
2-4(1).....July 90		1-1.....6		7-5.....6	
<u>Part 302-5</u>		1-2.....6		7-6.....6	
2-5(1).....December 90		<u>Part 306-3</u>		7-7.....6	
<u>Part 302-6</u>		3-1.....6		7-8.....6	
2-6(1).....July 90		3-2.....6		7-9.....6	
<u>Part 302-7</u>		3-3.....6		7-10.....6	
2-7(1).....July 90				7-11.....6	
<u>Part 302-8</u>				7-12.....6	
2-8(1).....July 90				7-13.....6	
2-8(2).....December 90				7-14.....6	
2-8(3).....July 90				7-15.....6	
				7-16.....6	
				7-17.....6	
				7-18.....6	
				7-19.....6	
				7-20.....6	

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301

Following is a list of pages currently in effect in the DOC Travel Handbook. This checksheet is to be used to verify the accuracy of the DOC Travel Handbook. NOTE: The DOC Travel Handbook, Chapter 301, has not been written in the plain language format and currently does not line up correctly with the Federal and NOAA pages in this new NOAA Travel Handbook (NTH).

Page Transmittal

CHAPTER 301

Part 301-1

(this part should follow Federal pg 2-2)

1-1.....	11
1-2.....	11
1-3.....	11
1-4.....	11
1-5.....	11
1-6.....	11
1-7.....	16
1-8.....	16
1-9.....	16
1-10.....	16
1-11.....	16
1-12.....	16
1-13.....	8
1-14.....	8
1-15.....	8
1-16.....	8
1-17.....	8
1-18.....	8
1-19.....	8
1-20.....	8
1-21.....	8
1-22.....	8
1-23.....	11
BLANK PAGE	
1-25.....	11

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Part 301-2

(this part should follow Federal pg 10-19)

2-1.....	8
2-2.....	8
2-3.....	8

Part 301-3

(this part should follow DOC pg 2-3)

3-1.....	8
3-2.....	8
3-3.....	8
3-4.....	8
3-5.....	8
3-6.....	8
3-7.....	8

Part 301-4

(this part should follow DOC pg 3-7)

4-1.....	8
4-2.....	8

Part 301-7

(this part should follow Federal pg 11-19)

7-1.....	8
7-2.....	8
7-3.....	8
7-4.....	8
7-5.....	8
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DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

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CHAPTER 301 (continued)

Part 301-8

(this part should follow DOC pg 7-6)

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Part 301-5

(this part should follow Federal pg 12-2)

5-1.....8

5-2.....8

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Part 301-6

(this part should follow DOC pg 5-3)

6-1.....14

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Part 301-9

(this part should follow DOC pg 6-2)

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Part 301-10

(this part should follow Federal pg 51-5)

10-1.....15

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10-6.....15

10-7.....15

10-8.....15

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10-10.....15

10-11.....15

10-12.....15

10-13.....15

10-14.....15

10-14.....15

10-15.....15

10-16.....15

10-17.....15

10-18.....15

10-19.....15

10-20.....15

10-21.....15

10-22.....15

10-23.....15

10-24.....15

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10-26.....15

10-27.....15

10-28.....15

10-29.....15

10-30.....15

10-31.....15

Part 301-11

(this part should follow Federal pg 52-5)

11-1.....8

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 301 (continued)

DOC Travel Handbook, Special Transmittal 004, Dated February 25, 2000, was issued without page numbers. File behind FTR according to Part. Pages with multiple parts, e.g., questions and answers from Part 301-51 appear on the same page as 301-52, need to be copied so that each can be filed in their appropriate Part.

Part 301-51

301-51.1 thru 301-51.7

Part 301-52

301-52.17 thru 301-52.23

Part 301-54

301-54.1

Part 301-70

301-70.700 thru 301-70.707

Part 301-71

301-71.204 thru 301-71.213

Part 301-76

301-76.1 thru 301-76.101

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTER 302

Page Transmittal #

Page Transmittal #

CHAPTER 302

11-16.....8

Part 302-1

11-17.....8

1-1.....8

11-18.....8

1-2.....8

11-19.....8

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11-21.....8

Part 302-5

Part 302-12

5-1.....9

12-1.....9

5-2.....9

12-2.....9

5-3.....9

12-3.....9

BLANK PAGE

12-4.....9

5-5.....8

12-5.....9

5-6.....8

12-6.....9

12-7.....9

Part 302-8

12-8.....9

8-1.....8

12-9.....9

8-2.....8

12-10.....9

8-3.....8

12-11.....9

8-4.....8

12-12.....9

12-13.....9

Part 302-11

12-14.....9

11-1.....8

12-15.....9

11-2.....8

12-16.....9

11-3.....8

12-17.....9

11-4.....8

12-18.....9

11-5.....8

12-19.....9

11-6.....8

12-20.....9

11-7.....8

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11-8.....8

12-22.....9

11-9.....8

12-23.....9

11-10.....8

12-24.....9

11-11.....8

11-12.....8

11-13.....8

11-14.....8

11-15.....8

DOC TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 305 and 306

Page Transmittal #

CHAPTER 305

Part 305-1

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1-3.....	16
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Part 305-2

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2-2.....	8

Part 305-3

3-1.....	8
3-2.....	8

Part 305-4

4-1.....	8
4-2.....	8
4-3.....	8
4-4.....	8
4-5.....	8
4-6.....	8
4-7.....	8
4-8.....	8
4-9.....	8
4-10.....	8
4-11.....	8
4-12.....	8
4-13.....	8

Page Transmittal #

CHAPTER 306

Part 306-1

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1-2.....	8
1-3.....	13

BLANK PAGE

1-5.....	8
1-6.....	8
1-7.....	8
1-8.....	8
1-9.....	8
1-10.....	8

Part 306-2

2-1.....	8
2-2.....	8

300-2.1(b) Where can I find travel information on the Internet?

You can find travel information at the following Internet sites:

NOAA Travel Web-site: <http://www.rdc.noaa.gov/~finance/travel.htm>

PER DIEM RATES

City/County Search

POV MILEAGE RATES

TRAVEL REGULATIONS

NOAA Travel Regulations

- (1) NOAA Travel Handbook Labels
- (2) Cost Comparison Sheet (POV versus common carrier)
- (3) Travel Advisories
- (4) Travel Transmittals

DOC Travel Regulations

Federal Travel Regulations

SATO

SATO Q&A's

SATO Web-site:

- (1) Phone Numbers
- (2) Traveler Profile Form
- (3) Reservation Request Form
- (1) Frequently Asked Questions
- (2) Links for Government Travelers
- (1) On-Line Itinerary
- (2) Feedback Form

DOC Guidance on Department-Wide Contract for Travel

Management Services with SATO

SATO Profile Form

E-Ticket Q&A's

CITIBANK

Regulations on Mandatory Use of the Government Citibank Travel Card

Citibank Travel Card Regulations

Citibank Travel Card Forms

Citibank Web-Site

Citibank ATM Locator

RELOCATION

PCS Entitlements and Third Party Relocation Services

Summary of PCS Expenses

OTHER USEFUL TRAVEL SITES

Centers for Disease Control (CDC)

CIA FACTBOOK

Department of State

Mileage and Map Information

Universal Currency Converter

SPECIAL NOTICE: The NOAA Travel Handbook and all future travel regulation updates (includes Federal Travel Regulations, Department of Commerce Travel Regulations, and NOAA Travel Regulations) will be posted on the following Internet site, and will not be distributed in hard-copy format: <http://www.rdc.noaa.gov/~finance/travel>

PART 300-4--TRAVEL FORMS

The following blank forms have been printed on white paper so that they can be copied and used. Users of Travel Manager will use Travel Manager default forms when preparing travel orders and travel vouchers and non-users will use the Form CD-29, Travel Order, and the Form CD-370, Travel Voucher.

Sec.

- 300-4(a) (1)Form CD-29, Travel Order (travel authorization)
See FTR, Chapter 301-2.1, and NTR, Chapter 301-2.1(a) - 301-2.1(i).
 (2)Travel Manager authorization default form (3 pages)
- 300-4(b) Form CD-210, Record of Gift or Bequest
See FTR, Chapter 304-1, DOC 301-10.5, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(c) Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses
 (This form must accompany the Form CD-210 whenever the payment exceeds \$250).
- 300-4(d) Form CD-342, Record of Gifts and Decorations from Foreign Governments
See FTR, Chapter 304-1, and NTR, Chapter 301-2.5(n) - 301-2.5(n)(iii).
- 300-4(e) Form CD-334, Request for Approval of Extra Fare Air Accommodations
See FTR, Chapter 301-10.121 - 301-10.124, and NTR, Chapter 301-2.5(a) - 301-2.5(a)(i).
- 300-4(f) Form CD-369, Travel Advance
 This form should only be necessary for invitational travel. NOAA employees are expected to obtain the Citibank Government travel card. *See NTR, Chapter 301-51.*
- 300-4(g) (1)Form CD-370, Travel Voucher
 This form has a front and back. *See NTR, Chapter 301-2.1(j).*
 (2)Travel Manager voucher default form (3 pages)
- 300-4(h) Form CD-370, Travel Voucher - Continuation Sheet
 This form has a front and back.
- 300-4(i) NOAA Form 42-5, Trip Authorization
See NTR, Chapter 301-2.1(f) - 301-2.1(i), and NTR, Chapter 301-2.5(r).
- 300-4(j) NOAA Form 42-8, Aircraft Charter Agreement
See NTR, Chapter 301-10.

301-2.5(n)(ii) Who has the authority to approve an in-kind donation for travel which exceeds by \$250 the value of an expenditure (i.e., for accommodations or transportation) available under the DOC Travel Handbook? ("Exceeds by \$250" is defined as an in-kind donation which exceeds maximum allowances for official travel by \$250.)

Chief Financial Officer and Assistant Secretary for Administration, DOC

301-2.5(n)(iii) What form(s) authorizes acceptance of payment from a non-Federal source for travel expenses?

The Form CD-210 (or Form CD-342 if the donation is from a foreign government) authorizes acceptance of payment from a non-Federal source for travel expenses. The Form CD-538, Acceptance of Payment from a Non-Federal Source for Travel Expenses must accompany the CD-210 whenever the payment exceeds \$250.

See NTR, Chapter 300-4(b), (c), and (d) for blank forms.

301-2.5(o) Who has the authority to approve individual travel orders related to attendance at a conference?

The authorizing official who approved the travel order.

See DOC Travel Handbook, Chapter 305-4.1 - 305-4.6.

301-2.5(p) Who has the authority to approve permanent change of station (PCS) travel for commissioned personnel?

Under Secretary and Administrator
Assistant Secretary and Deputy Administrator
Deputy Under Secretary
Director, NOAA Corps Operations

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

Since you cannot use Government contract fares for personal travel, you should turn your personal ticket in to your servicing travel management center (TMC) so that they can issue one ticket which will include both official and personal points of travel. You will be responsible for any costs above the Government contract fare.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

301-10.110(c) Where do I show personal travel on the travel order?

Personal travel tied to the beginning and/or end of an official trip should be shown in the "Remarks" section of the travel order or the Travel Manager authorization default form. Personal travel occurring in the middle of the official trip dates should be shown in the "Remarks" section of the travel order, or the "General Itinerary", "Other Authorizations", and "Remarks" section of the Travel Manager authorization default